Checklist for New or Sale of Livery / Sightseeing Company

Inve	estigato	or	
DBA	A name	e and address	
Date	e applic	cation assigned	Date case completed
		cle means a public six-passenger or leve use at a charge fixed in advance. See	ess motor vehicle with driver included, for hire only by written agreement ec. 76-32
The j	followii	ng requirements will be completed by	the investigator working on your case
	inte has con	erview. (Sec 76-76 {2} states "Whether been convicted of the violation of any	d check (Validity) completed and reviewed <u>before</u> the day of the er or not the applicant, or any person listed in subsection (1) of this section, a federal or state felony or, within the previous 12 months, has been us code or has ever had a certificate or permit issued under this article to the City Treasurer.
	Inve	estigators Requirement – "Permanen	tly Disapproved" database checked <u>before</u> the day of the interview.
In or	rder to	begin processing an application, the a	pplicant must submit the following
	if zon	9 11	e City Planning and Development Department so that they may determine s to operate at your proposed location – City Planning and Development 816) 513-1500
	Comp	eleted commercial vehicle application ((must be signed).
	•	rocessing fee per person for a criminal icant/s have resided	history record check to include all cities, states, & countries where
All o	of the fo	llowing information listed below must	be submitted by the applicant
<u>Have</u>	<u>Need</u>		
		Consultant consent form signed by t	the applicant (only applicable if a consultant is used).
			r each livery vehicle or sightseeing vehicle and the occupation license feet forth in section 40-156. Sec. 76-75
		A photograph of each different type	of vehicle that will be permitted.
		"Livery charge sheet" form complet	e.
		"Vehicles in Service" form complet	e.
		Asset Sales agreement signed & not	earized by all parties – Sale only .
		Declaration of Intent to sell, signed	by all parties & notarized (we provide the form) – Sale only.
			within the preceding 90 days from the date of application – from the ce Department at 1118 Oak Street, KCMO (816) 513-1135. <i>From both the</i>
		Corporation only – a copy of the b all corporate officers, shareholders a Partnership only – a copy of the pa	g agreement listing the members and managers of the LLC bylaws and all amendments and organizational minutes, verifying and number of shares held artnership agreement (limited partnership requires partnership application artner) – the managing partner must be noted on the application

<u>Have</u>	<u>Need</u>		
		Certificate of good standing from the State of Missouri . If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not general partnership), <u>or</u> a certificate of incorporation (corporation) – from the State of Missouri , State Office Building in KCMO, 615 E. 13 th St., (816) 889-2925	
		Fictitious name registration (if DBA is different than the corporate name) – from the State Office Building in KCMO, 615 E. 13 th St., (816) 889-2925	
		A copy of the Certificate of Insurance for every vehicle listed on "Vehicles in Service" form. Sec. 76-162 states "(a) The permit holder or applicant for permits under this article shall maintain liability insurance with liability limits of at least \$25,000.00 for injury to, or death of, one person, by reason of the carelessness or negligence of the driver or operator of such vehicle, and \$50,000.00 for injury to, or death of, more than one person, resulting from a single accident, by reason of the carelessness or negligence of the driver or operator of such vehicle, and \$10,000.00 for damage to property, including baggage or other property of a passenger carried in or on the vehicle, resulting from any single accident, by reason of the carelessness or negligence of the driver or operator of such vehicle, with a deductible, if any, not to exceed \$500.00 and \$25,000.00 for uninsured motorist coverage for passengers as that coverage is defined in RSMo § 379.203. All claims shall be referred to the insurance company for handling by a claims representative located in the Kansas City metropolitan area.	
		(b) All insurance coverage must be written by companies that have A.M. Best's rating of B+V or better, and are licensed or approved by the state to do business in the state. The liability insurance required to be maintained under the provisions of this section shall be a policy under which the insurance company obligates itself to handle claims under the coverage thereof and to indemnify the permit holder and the driver or operator of the vehicle, and pay to the claimant all amounts which the insured becomes legally obligated to pay under the policy, in excess of any applicable deductible. A certificate of insurance reflecting all endorsements shall be filed with the director, who shall have the authority to require a true copy of the insurance policy at his discretion. (c) The liability insurance policy shall contain a provision for continuing liability there under to the full amount thereof, notwithstanding any recovery thereon.	
		 (d) The liability insurance policy shall contain a separate endorsement requiring the insurance company to notify the director in writing of any change in coverage, or cancellation of the policy, at least ten days prior thereto. (e) A valid certificate of insurance issued by a company providing the required insurance policy shall be available for inspection at the permit holder's principal place of business. The certificate shall include all of the following: 	
		 The full name of the insurer; The name and address of the insured; The insurance policy number; The type and limits of coverage; The specific vehicles insured; The effective dates of the insurance policy; and The certificate issue date. 	
		A copy of the business Occupational License.	
		A copy of the applicant's United States Immigration documents (green card, refugee card, resident alien card) or residency documents (certificate of naturalization) if not born in the U.S.	
		A copy of the applicant's Missouri, Kansas, or former state Driving Record from all states in which the applicant has resided for the past five (5) years.	